

# **JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS**

TASK NUMBER	TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	CERTIFICATION				
		START DATE	COMPLETE DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFYING OFFICIAL'S INITIALS
	Systems Administrator Training					
1	HQ AFRS Orientation					
A	Small Computer Support Section					
A.1	Windows 95 Operating System					
A.2	Office 97					
A.3	Small Computer Hardware					
A.4	Installation of New Hardware					
A.5	Installation of New Software					
A.6	Video Teleconferencing Procedures (VTC)					
A.7	Installation of VTC					
A.8	Operation of VTC					
A.9	Trouble Shooting Procedures for all AFRS systems					
A.10	Trouble Reporting Procedures for Small Computers					
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B.	Network Systems Section					
B.1	Mail Server's					
B.2	E-Mail Addressing Procedures					
B 3	E-Mail Alias's Procedures					
B 4	AFRS Network Orientation					
B 5	Routers					
B 6	Firewalls					
B 7	Hubs					
B,8	Recruiting Service Network Orientation					
B 9	Routers					
B 10	Firewalls					
B 11	Hubs					
B 12	Trouble Reporting Procedures for all Networks					

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B 13	Computer Support Requirements Documentation					
C	Requirements Division					
C.1	Computer Security Division					
C.2	Internet Security Training					
C 3	HQ AETC Web Training					
C 4	AFRS Security Training					
C 5	Inventory Procedures					
C 6	Contract Replacement of Hardware Procedure's					
D	Air Force Recruiting Information Support System					
D 1	Application Procedure					
D 2	Software Overview					
D 3	Hardware Overview					
D 4	Trouble Reporting Procedure's					

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	Squadron System Administrator Training					
A.	Small Computer Inventory					
A 1	Small Computer Preventive Maintenance					
A.2	Small Computer Replacement Procedures					
A.3	Small Computer Software Accountability					
B.	Squadron Network					
B 1	Configuration and Administration					
B 2	Local Electronic Mail Setup					
B 3	Inprocessing New Members onto Network					
C	Computer Security					
C 1	Inbrief Procedures					
C 2	Annual Procedures					

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	Required Computer Based Training Courses					
A.	Data Communications: Network and Standards					
B.	Fundamentals of Internetworking					
C.	Lan Fundamentals					
D.	Lan Media and Components					
E.	Managing Lans					
F.	Trouble Shooting Lans					
G.	Network Operating Systems					
H.	Essentials of Windows 95					
I.	Essential of Windows NT					
J.	TCP/IP Application					
K.	TCP/IP Protocols					
L.	Microsoft End Users Operating Systems					
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